

# TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

TITLE OF CONFERENCE  STATE MIDDLE SCHOOL WRESTLING TOURNAMENT  PURPOSE OF CONFERENCE  STUDENT ACTIVITIES - EAST / WEST MINICO	DESTINATION  BORAH HIGH SCHOOL BOISE  REPORT TO: (CIRCLE ONE)  BOARD      STAFF      TEAM	CHECK ONE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">IN RADIUS</td> <td style="width: 10%; text-align: center;"><b>X</b></td> <td style="width: 25%;">OUT OF RADIUS</td> <td style="width: 40%;"></td> </tr> <tr> <td colspan="4" style="text-align: center;">STUDENT TRAVEL OVERNIGHT Y/N</td> </tr> <tr> <td># STUDENTS</td> <td style="text-align: center;"><b>34</b></td> <td># CHAPERONES</td> <td></td> </tr> </table>	IN RADIUS	<b>X</b>	OUT OF RADIUS		STUDENT TRAVEL OVERNIGHT Y/N				# STUDENTS	<b>34</b>	# CHAPERONES	
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REQUESTS THAT ARE REQUIRED BY GRANT, GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATION OF THE DISTRICT ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS ARE THE FIRST MONDAY EACH MONTH. OUT OF RADIUS AND STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING.

NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				MILEAGE			Y/N	PARKING BAGGAGE	FUNDING SOURCE (MARK ONE)							
		BREAKFAST \$10	LUNCH \$15	DINNER IN-STATE \$20 OUT-STATE \$30	DAILY TOTAL	DESTINATION CITY OR AIRPORT	MILES	TOTAL .45 PER MILE			DISTRICT PD	SPECIAL ED	ACTIVITIES	FEDERAL	SAFETY	VOCATION	TOTAL STAFF REIMB	
SEE COACHES LIST	14-Dec-18				\$ -													
	15-Dec-18				\$ -			\$ -										\$ -
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**RICK STIMPSON TO COMPLETE ALL ARRANGEMENTS - FUNDS PAYING FOR TRIP ARE WEST ATHLETICS**

ALL FORMS MUST BE TYPED. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION. PERDIEM REIMBURSED AHEAD FOR OUT OF RADIUS TRAVEL. RECEIPTS REQUIRED FOR NON PERDIEM EXPENSES INCURRED.

BUDGET CODE: 100.621.0380      PROGRAM DIRECTOR INITIAL: \_\_\_\_\_      TOTAL COST OF REQUEST \$ -

SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: \_\_\_\_\_

SIGNATURE OF SUPERINTENDENT: 12-12-18      BOARD APPROVAL DATE: \_\_\_\_\_





